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IRIS & B. GERALD CANTOR  
CENTER *for* VISUAL ARTS  
S T A N F O R D U N I V E R S I T Y

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## Guide For Educators



The Iris & B. Gerald Cantor Center for Visual Arts at Stanford University invites you and your students to explore the world and its cultural heritage. Throughout our galleries and around campus, the university's art collection and changing exhibitions reveal a rich survey of human endeavors and ideas. Our art objects correspond to literature and language, history, social studies, and religions of the world, as well as to mathematics, the sciences, and technology. The Center welcomes groups of all ages to visit the galleries on their own, reserve a group tour with knowledgeable docents, sketch in the galleries or on the grounds, and enjoy a picnic in the adjacent Rodin sculpture garden. Admission to the Center and its exhibitions is free.

This guide will acquaint you with essential information to assure the success of your visits; keep it handy for continued reference. Additional information on current and upcoming exhibitions, programs, and events can be found on the website:

<http://museum.stanford.edu>

Introduce your students to the pleasures and insights gained by looking at art firsthand, and let us bring your curriculum to life through visual understanding.

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## Making reservations for your class group tour

Both self-guided and docent-led tours must be scheduled well in advance, as slots fill up quickly; we advise that groups make arrangements at least six to eight weeks before they plan to visit. Tours requested less than four weeks in advance cannot be accommodated.

Inclusion of special content may be arranged in advance in a phone conversation with the coordinating docent. Groups wishing to view objects, exhibitions, or galleries in addition to those covered on their tour may arrange to self-guide either before or after their docent-led tour.

Groups with ten people or more who wish to self-guide are requested to submit a Tour Registration form, or call (650) 723-3469 to register the date and time during which they would like to visit. Due to space limitations in the galleries, we cannot accommodate more than 40 individuals in an organized group at one time. If you bring a large group without an appointment, please be aware that we may not be able to accommodate you when you arrive.

### **At least Six to Eight Weeks in Advance**

There are a few ways to complete the Tour Registration form:

- Complete a web Tour Registration form at:  
[http://museum.stanford.edu/visit/tour\\_application.html](http://museum.stanford.edu/visit/tour_application.html)
- Download the form at [http://museum.stanford.edu/visit/docent\\_tours.html](http://museum.stanford.edu/visit/docent_tours.html) and send in via mail or fax: 650-725-1652.
- If you do not have web access, call the Tour Scheduler's office at 650-723-3469, and a form will be sent to you. In order to ensure a swift response, please call Monday through Friday, between 9 am and 1 pm.

Please also consider which collection areas you would like to include on your tour. We will do our best to accommodate your requests, though logistical considerations may prevent us from including all of them. Docents assigned to lead your tour will choose additional areas to complement your preferences.

In approximately two weeks you will receive confirmation of your tour by mail.

# Preparing to visit

## **Four weeks in advance**

Begin to prepare your class or group for the tour. (See “Preparing your students” later in this guide.) Attend a public tour if you wish to preview your group’s experience at the center.

## **Three weeks in advance**

Confirm your transportation and chaperones. Assure your chaperones have read the Chaperone Guidelines.

## **Two weeks in advance**

A docent will call you to confirm details and ask a few questions about your class, your curriculum, and any special requirements your group may have. This phone call is the best time to discuss your preferences for specific galleries, exhibitions, or objects you would like your group to see. Please be aware that requests cannot always be granted, but providing input is the best way to ensure that your tour is relevant to the interests and needs of your students.

## **On the day of your tour**

Before arriving at the Center, divide the students into groups according to the docent’s instructions from your phone call. Remind students and chaperones about visit guidelines. Have each student wear a name tag with his or her first name marked in large letters. If you find that your group is running late, please call 650-725-7922 to let us know; we will do our best to accommodate your late arrival.

## Visit Guidelines

Sketching and writing in the galleries are permitted *with pencil only* on pads 18" x 24" or smaller. Sketching is not permitted in temporary or changing exhibitions. Use clipboards to avoid leaning on walls or pedestals. Pens, charcoal, and wet media are not allowed.

Food, drink, gum, smoking, umbrellas, easels, tripods, backpacks (including rigid baby backpacks), and bags larger than 12" x 12" are not allowed. Items may be personally checked at the coatroom off the main lobby. For individual visitors, lockers are available for a 25-cent deposit.

Still photography for *personal use only* is allowed in most galleries. Photography is not allowed in temporary exhibitions. School groups are discouraged from bringing more than one camera. Neither tripods nor video cameras are permitted.

The Cool Café is an intimate venue for individuals and small groups. Only food purchased at the Café may be consumed there. Large groups may enjoy bag lunches outdoors.

Individual name tags are strongly encouraged for children's groups attending docent tours.

Please be aware that artwork exhibited at the Center may contain adult-oriented content, since art is often used to express some of the most serious and profound aspects of human experience. We welcome children to the Center to learn about the adult world of art and to enjoy the many visual pleasures that are on display here. It is our hope that, with each visit, children will become more comfortable with, and knowledgeable about, art, so that it may enrich their lives now and in years to come.

# Chaperone Guidelines

Please distribute this page to all adults who will be accompanying your group on their tour *in advance* of your visit to the Cantor Arts Center.

All groups with visitors under the age of 18 must have at least one adult supervising every ten children.

- Students should be separated into groups of 10 before arriving at the Center.
- Students and chaperones must wear name tags. We strongly recommend that these be provided before arriving at the Center.
- Please refrain from bringing more than two chaperones per 10 children, as this increases group size and can make tours difficult to manage.

Chaperones should become familiar with the guidelines in this brochure before the group's visit and must stay with the group at all times, regardless of whether they are self-guiding or attending a docent-led tour.

Chaperones should take an active role in helping students observe behavioral guidelines, including:

- Remain at least 18 inches away from objects and *do not touch the art*.
- Walk, don't run.
- Speak in a normal conversational tone.
- Do not lean on walls, pedestals, or display cases.
- Stay with the group.

During docent-led tours, we welcome constructive inquiries and comments from adults, but we request that teachers and chaperones refrain from attempting to redirect the pace or content of the tour.

- Requests for coverage of specific information may be arranged in advance of the tour in conversations between the coordinating teacher and coordinating docent.
- Groups wishing to view objects, exhibitions, or galleries in addition to those covered on their tour may arrange to self-guide either before or after their docent-led tour.

All backpacks, large purses or bags, packages, lunches, rain gear, and other large or unwieldy items must be left on the bus or in cars, or they will need to be checked at the entrance to the center. No pens are allowed in the galleries. All writing and drawing must be done in pencil only. In addition, we do not allow wet media (such as watercolor) or powdery media (such as pastels or charcoal) in the galleries. One camera per school group is allowed. No video cameras or tripods are permitted in the galleries. Photographs may not be taken in special exhibitions.

## Preparing your students

Discuss what a museum is and why museums are special places. Explain that, in a museum, objects are displayed, taken care of (conserved), studied, and written about. Visitors in a museum learn about art by viewing and discussing what they see; they can also attend tours, classes, and other programs.

The Cantor Arts Center is a visual arts museum. What other kinds of museums are there? Have your students visited other art museums? Which ones, and what did they see there? Are there advantages in viewing works of art directly rather than as slides or reproductions in books?

You can use the following activity to help students understand why it is important not to touch the artwork on display. Take two small pieces of rough white paper and pass one of them around the classroom. Ask each student to rub it. After everyone has touched the paper, compare it to the piece that was not passed around. Point out that thousands of people visit the Cantor Arts Center each year: imagine the damage that might occur to art objects if everyone touched them!

Review the visit guidelines with all teachers and chaperones accompanying the group. Emphasize to them and your students the importance of respecting the artwork and other visitors. The museum's rules help us to preserve and protect the artwork for future generations to enjoy.

## Follow-up

After visiting the Center, prepare a few activities to enrich the experience. Individually or in groups, students can discuss, write, and draw reactions to their trip. Here are a few ideas:

- Ask students what they liked best at the Center, what they liked least, and what may have surprised them. Is there one object with which they would have liked to spend more time?
- Have students think of two objects that they saw on their tour. How were the objects similar? How were they different?
- Recall themes that came up in the tour. Were there any that were common across very different cultures, time periods, or artistic movements?
- Read a story from a culture or era represented by objects you saw at the Center. What comparisons can students make between the story and the visual art they saw? Are there any recurring motifs that the story and the artwork share? Discuss relationships between literature and visual art.

# Public Tours

You may wish to preview your group's tour experience by attending a regularly scheduled public tour. No reservations are required for individuals or small groups, but please call ahead for groups of ten or more. Public tours meet in the main lobby and last for one hour, unless otherwise noted. They are offered year-round.

Introducing the Cantor Arts Center  
Saturday and Sunday at 1 pm

Auguste Rodin  
Wednesday at 2 pm  
Saturday at 11:30 am  
Sunday at 3 pm

Memorial Church - Meet at the entrance to the church in Stanford's Main Quad  
Friday at 2 pm

Outdoor Sculpture Walk: 1½ hours; Meet at the Oval entrance to Stanford's Main Quad  
First Sunday of each month at 2 pm

Special Engagements: Tours of Selected Temporary Exhibitions  
Thursday at 12:15 pm  
Saturday and Sunday at 2pm

For a current list of special exhibitions, see our website: <http://museum.stanford.edu>

**Iris & B. Gerald Cantor Center for Visual Arts**  
**Stanford University**

**Tour Registration**

Please print out and complete this form. Use one form per tour.  
Incomplete applications will not be processed.

Contact Person's Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Number of Participants \_\_\_\_\_ (10 min, 40 max) Grade Level (school groups only) \_\_\_\_\_

Number of Chaperones \_\_\_\_\_ *Groups under the age of 18 must include 1 adult for every 10 children.*

**Which category best describes your school or organization?**

Elementary or Middle School Group

College Class/Student Group

High School Group

Adult or Multigenerational Group

Non-School Children's Group

Senior Citizens Group

**Possible Tour Dates and Times**

1<sup>st</sup> choice: Date \_\_\_\_\_ 2<sup>nd</sup> choice: Date \_\_\_\_\_  
Time \_\_\_\_\_ Time \_\_\_\_\_

*Tours are available during the Center's open hours, Wednesday through Sunday, 11:00 a.m. until 5:00 p.m., and Thursday until 8:00 p.m. School groups may apply for docent-led tours at 10:00 a.m. Tuesday through Friday, as well as during open hours.*

**Type of Tour** (Please use one application per topic)

Introducing the Cantor Arts Center:

Memorial Church

Gallery \_\_\_\_\_

Special Exhibition \_\_\_\_\_

Auguste Rodin

Self-Guided Visit of \_\_\_\_\_

Outdoor Sculpture Walk

Other \_\_\_\_\_

For "Introducing the Cantor Arts Center" tours, groups may request *one* of the Cantor Arts Center's permanent collection galleries. The docent will choose other areas to complement the group's choice.

Please list any relevant special needs, disabilities or other information that we should know.

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

How does this tour fit into your curriculum? What are the special interests of this group? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Fax to: (650) 725-1652 or mail to: Tour and Volunteer Scheduler, Cantor Arts Center, Lomita Drive at Museum Way, Stanford, CA 94305-5060. Please call (650) 723-3469 with any questions.**

## General information

**Hours:** Wednesday – Sunday, 11 am – 5 pm; Thursday, 11 am – 8 pm. Closed Monday and Tuesday. School groups may arrange to take guided tours Tuesday through Sunday.

**Admission:** Free. Docent-guided tours are free to schools and nonprofit groups.

**Accessibility:** The Iris & B. Gerald Cantor Center is wheelchair accessible throughout the building, including restrooms, galleries, the Café, and the Bookshop. Wheelchairs are available without charge at the Center's entrances. Assisted listening devices and sign language interpretation for tours and auditorium programs are available with at least one week's notice.

**Directions:** Tours meet in the Center's main lobby facing Lomita Drive at Museum Way.  
From Highway 101: Take the Embarcadero exit west and cross El Camino Real. Stay in the left lane as you cross El Camino. The street becomes Galvez Drive. Turn right on Campus Drive. Turn left on Palm Drive and continue until the next intersection, which is Museum Way. Turn right on Museum Way and you will be facing the main entrance to the Center.  
From Highway 280: Take Alpine Road exit east. Turn right on Junipero Serra, then left on Campus Drive West. Follow Campus Drive until you reach Palm Drive. Turn right on Palm Drive, continue to Museum Way. Turn right on Museum Way and you will be facing the main entrance to the Center.

**Public Transportation:** Stanford University is accessible by numerous public transportation agencies including Caltrain, Santa Clara Valley Transportation Agency, SamTrans, Bay Area Rapid Transit, Altamont Commuter Express, Dumbarton Express, and the East Bay Express. Please visit the Stanford Transportation website <http://transportation.stanford.edu> for current schedules and information. The Stanford Marguerite, a free weekday shuttle system, picks up and delivers passengers to and from nearby public transportation stations and university locations, including the Cantor Arts Center, Rodin Sculpture Garden, and Papua New Guinea Sculpture Garden. Marguerite shuttle information can be found at the Stanford Transportation website as well.

**Parking:** Limited pay parking is available in front of the Center on Lomita Drive. Parking in most areas is free after 4 pm and on weekends.

Information Hotline: 650-723-4177

Main Lobby: 650-725-7922

Tour Scheduling Office: 650-723-3469

Membership: 650-723-2997

Web: <http://museum.stanford.edu>